

SSOW – Field and Resident workshop Engineer activity COVID-19

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Scope of Activity:	This Safe System of Work covers the practices required during the COVID -19 Pandemic.
Applicable Risk Assessment:	RA 020 – Field Based and Resident Site Engineers Activities that risk exposure to the COVID-19 Virus
Hazards Expected:	As identified in the applicable risk assessment.
Mandatory PPE:	Nitrile gloves Safety boots Overalls Safety glasses High visibility vest FFP02 OR 03 Face Masks for working in Cold Stores/Food Processing
Additional PPE Requirements:	Single use nitrile gloves to be disposed of immediately after use
Resources:	Wash Basin and Soap Service vehicle Workshop Wipes Barrier tape (as required) First aid kit Site Welfare Facilities Hand Sanitiser Face Coverings where social distancing cannot be achieved or where a customer dictates (where required) Surgical masks where social distancing cannot be achieved or where a customer dictates (Surgical masks for are for over 60's and where medical conditions dictates COVID Signage Pack issued to Resident sites



Manning:

Field service and Residential Site engineer(s) reporting to an Engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained and understand the requirements of this document.

Customers of Residential sites are responsible for the provision of a Safe Working environment and the controls in place for managing the risk of COVID-19

In turn the Engineering Manager reports to the Regional Business Managers who in turn reports to the Regional Director.

It is important that engineers keep themselves well familiarised with all information shared by the business on Covid-19, how it affects them and any changes they might need to make to work routines. This includes Safety Alerts that are released to update on any changes to safety procedures or highlighting changes to risk.

Please check with any site on their site rules prior to arriving.

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Safe Working Method:

- At all times when working, engineers must do all they can to practice and maintain good hygiene;
- Resident site workshops will put in place any Customer required controls advised, such as
 - Signage
 - Procedure for customer to call work workshop before arrival where possible, where deemed necessary by the Customer
- Engineers must establish whether there are any COVID-19 specific controls or restrictions in place on the sites that are being visited or where they are based, they will familiarise themselves.
- The site rules at a customer site will always take priority unless the measures are “less” than the Forkway Standard.
- Where there is any rules or procedures conflict with Forkway instructions you must contact a SHEQ advisor.
- Resident sites where Forkway have a dedicated office and/or Welfare facility will maintain good standards of housekeeping and cleaning frequencies
- Establish with the customer contact if there are any hazards you need to be aware of and what additional PPE will be required in the work area;
- If relocating to an isolated area on site, ensure Forkway lone working procedures are considered and followed where required;
- Before starting work ensure you are satisfied that the activity in hand is adequately covered by our core risk assessments and that they suitably and sufficiently cover all hazards. In addition, take time to carry out your own CASPA risk assessment which covers COVID related risks.
- If at any point you are made aware that equipment has been operated by someone with confirmed or strongly suspected COVID-19 infection, contact your Line Manager, site manager or SHEQ Advisor for specific advice before proceeding;
- Ensure that you have all the correct PPE and resources to enable these procedures to be followed correctly. The following should always be worn as a minimum:
 - Nitrile gloves
 - Overalls
 - Safety glasses
 - Safety boots
 - High visibility vest.
 - Face Coverings where a customer dictate (where required)
Must be replaced and washed of once dirty or wet
 - Surgical masks where a customer dictates (Surgical masks are generally used within medical settings (hospitals etc.)
Must be disposed of and replaced once dirty or wet
 - At all times when inside cold stores or chill areas we require you to wear a minimum of an FFP2 Face Mask (PP2005) and a Visor (FA2020)
 - Wash facilities and/or Hand Sanitiser
 - Access to the most up to date version of the COVID-19 Risk assessment and Safe System of Work
- Before starting work, and if deemed necessary, take a moment to wipe down any common contact areas you are likely to contact using workshop wipes to reduce any risk of cross contamination. Common areas include:
 - Steering Wheel
 - Control switches and levers
 - Touch screens

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- Grab Handles
 - Seat Belts
 - Dashboards and shared Chassis areas
 - Floor mats
 - Access Covers, e.g., battery change, fuel cap
 - Arm rests and seat pads
 - Any tools that other persons may have handled
- Where you've touched these common contact areas during your repairs, they should also be wiped down again after work is finished before the equipment is handed back to the customer.
 - When cleaning is being carried out, ensure that additional hazards are not created such as slip hazards from
 - Face Coverings can be provided when there is a requirement by the customer for these to be worn.
 - When removing nitrile gloves, ensure this is done in the correct manner to avoid contaminating hands



- Ensure that the highest levels of personal hygiene are always maintained and in line with NHS guidelines
 - Wash hands regularly for at least 20 seconds with soap and water or workshop wipes;
 - Hand washing must be completed both before starting and after completing required work, even if gloves have been worn;
 - Wash hands before eating, drinking or smoking/ vaping;
 - Make use of alcohol gel hand sanitisers if they are available in the area;
 - Avoid touching mouth, nose, eyes, ears or face generally
 - Always ensure that alcohol-based gels are used safely and avoid naked flames or any other source of ignition.

Vehicles:

- Ensure that your vehicle is always kept tidy and clean and specifically that:

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- Waste is stored securely in suitable receptacles or hazardous waste bags and is cleared from the vehicle regularly;
- All commonly used areas of the vehicle are wiped down regularly throughout the day with workshop wipes;
- Contact areas such as door handles or grab handles may be wiped down at the beginning of each day so as to reduce the risk of cross contamination, e.g., following parts deliveries;

Resident Sites:

- COVID-19 signage (where required by the Customer) should be visible throughout the entire area in relevant places and adequately displayed. Ensure that signage is not obscured or damaged in anyway;
- Contact areas such as door handles, work surfaces and are shared touch points should be wiped down during each day so as to reduce the risk of cross contamination.
- Where possible access to the workshop by other should be restricted by asking that people call in advance of arrival to enable you to restrict the numbers in the area at one time.
- Where the customer has facility responsibilities, access to the workshop should notified to the engineer where possible.

Food Processing Environments (General):

- Avoid working inside at these facilities where possible. Staying outside in fresh air will greatly reduce your exposure.
- Request that the customer delivers the equipment to your established safe working area;
- Where going indoors cannot be avoided, keep time inside to a minimum and make sure you are able to maintain a safe social distance of at least 2m at all times;
- For the duration of your time spent indoors at Food Processing sites, we require you to wear a face covering to give you increased protection. Disposable (FA0035) and washable (FA0799) face coverings are now available to order via the normal channels.

Cold Stores:

- Accessing cold stores is often unavoidable due to the challenges of removing cold store equipment. Where equipment cannot be removed, request that the customer employees deliver the equipment to an established safe area in the 'Chill' area where the temperature will be much higher.
- At all times when inside cold stores or chill areas we require you to wear a minimum of an FFP2 Face Mask (PP2005) and a Visor (FA2020).



Illness or Sign of Symptoms:

Where you have tested positive for COVID-19 you should inform your line manager as soon as possible. Arrangements will be made for you to work from home where possible. If this is not possible, the time will be classed as sickness absence. Confirmation of the result should also be sent to Forkway You will need to isolate for a minimum of 5 days, providing you test negatively you can Return To Work.

Waste:

Where there is no specific identified risk of COVID-19, waste can be disposed of following normal waste disposal procedures. Nitrile gloves and any workshop wipes used for cleaning surfaces should be disposed of in a hazardous waste plastic bag.